

Data Analysis and Dashboarding with Microsoft Excel



HRD Corp registered training program ID: 10001210941



*Excel Beyond Basics
Master Advanced Tools!*



12 & 13 MAY 2026
(TUE & WED)



9:00 AM
5:00 PM



ONLINE
VIA ZOOM



Register Now!



www.progresslink.com.my



Excel Smarter, Not Harder!

Course Overview

Excel reporting is often time-consuming and repetitive, requiring employees to spend significant hours compiling data, updating formulas, and revising charts on a weekly or monthly basis. Despite these efforts, many reports lack clarity and are underutilised for decision-making. This highlights the need for a more efficient and structured approach to data analysis and reporting.

Data Analysis and Dashboard Reporting in Microsoft Excel provides a powerful solution to transform raw data into meaningful insights through structured analysis and effective visualisation. Well-designed dashboards enable organisations to present key performance indicators (KPIs), metrics, and critical data points in a clear and concise manner. This allows management to quickly assess the performance of a company, department, or specific process, and make informed decisions with confidence. Dashboards can also be customised to meet the specific needs of different functions, making them a versatile management tool.

By simplifying complex datasets into visually engaging reports, dashboards eliminate the need to manually review large volumes of data. This enables users to quickly interpret information, identify trends, and respond effectively in time-sensitive situations.

In this 2-day interactive workshop, participants will learn how to structure and synthesise data into a logical framework, apply advanced Excel functions, and develop dynamic dashboards that are both insightful and user-friendly.

The programme covers key techniques including data validation, conditional formatting, dynamic charts, pivot tables, and interactive dashboard controls. Participants will also explore effective visual design principles to create professional dashboards that enhance communication and support better business decision-making.

Scan
for more
information



Learning Outcomes

By the end of this workshop, participants will be able to:

- ✓ Understand the fundamental principles of data analysis and dashboard reporting.
- ✓ Structure, synthesise, and summarise data into a logical and meaningful framework.
- ✓ Apply appropriate techniques to present data clearly using tables, charts, and dashboards.
- ✓ Determine when to use charts versus tables for effective communication of information.
- ✓ Use Excel functions and formulas to analyse and process data efficiently.
- ✓ Apply data validation and controls to improve data accuracy and usability.
- ✓ Utilise advanced functions such as OFFSET and MATCH for dynamic data analysis.
- ✓ Create charts, pivot tables, and pivot charts to summarise and visualise data.
- ✓ Design dynamic and interactive dashboards using form controls, slicers, and conditional formatting.
- ✓ Apply visual design principles and formatting techniques to enhance reports and presentations.
- ✓ Communicate insights effectively through clear, concise, and visually engaging dashboards.
- ✓ Improve efficiency in reporting by developing automated and user-friendly Excel dashboards.



ONLINE COURSES

Course Benefits

Participants will gain practical skills to analyse data efficiently and create professional dashboards using Microsoft Excel. The programme enhances reporting accuracy, improves data visualisation, and enables participants to present insights clearly, supporting better decision-making and increased workplace productivity.

Who Should Attend?

This programme is suitable for managers, executives, analysts, engineers, and administrative personnel who are involved in data analysis, reporting, or dashboard preparation and wish to enhance their Excel skills beyond basic functions.

Pre-Requisites

Participants should have a basic to intermediate level of proficiency in Microsoft Excel, including familiarity with worksheets, data entry, and basic formulas such as SUM and AVERAGE. Some experience in handling data or preparing reports in the workplace will be beneficial.

Training Methodology

The programme adopts a hands-on, instructor-led approach combining demonstrations, guided exercises, and practical case-based activities. Participants will work on real-life datasets to build dynamic dashboards and apply advanced Excel functions in a structured and interactive learning environment.

Training Preparation

Participants are required to have a laptop or computer with Microsoft Excel (2016 version or later) pre-installed, along with a stable internet connection to ensure smooth participation. A functional camera, microphone, and speakers are also required for this online session conducted via Zoom to support interaction and hands-on activities.

Training Duration

Full 2 days training (9:00 am-5:00 pm)

HRD Corp Registered Program ID Nos

10001210941

Public Program Course Fee

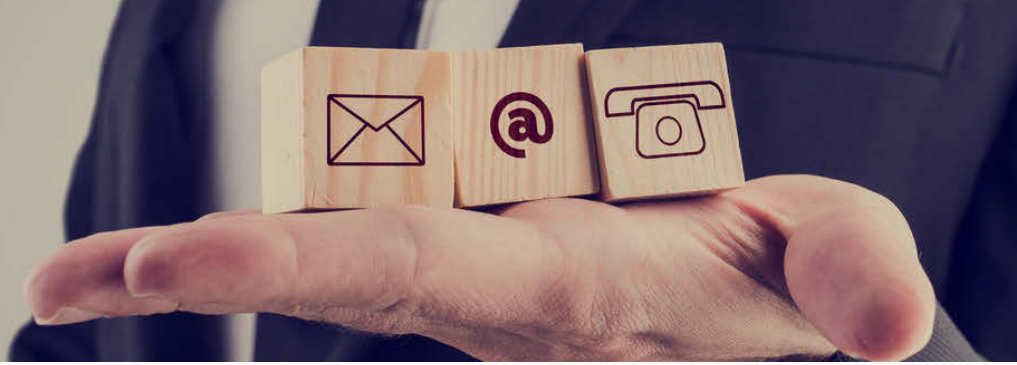
Single Registration – RM 1,250.00 nett per participant

Group Registration – RM 950.00 nett per participant

(For 4 participants or more from the same organization)

(The fee covers training materials, supplementary notes, a detailed training report with assessment and a Certificate of Completion)

Scan
information



In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register
TODAY
TRAINING FEES ARE ELIGIBLE FOR
HRD CORP CLAIMABLE COURSE SCHEME.



PROGRESS LINK TRAINING & CONSULTANCY SDN BHD (880988-H)

Address: C-3-1, Vantage Desiran Tanjung, Jalan Tanjung Tokong,
10470 Tanjung Tokong, Penang, Malaysia.

Tel : +6 04- 297 6881 Fax : +6 04- 297 6882

Email: sales@progresslink.com.my

Website: www.progresslink.com.my

COURSE MODULE

DAY ONE

DATA PREPARATION, FUNCTIONS AND DASHBOARD FOUNDATIONS

Module 1: Dashboard Design and Formatting Techniques

- Creating dashboard headers using shapes and gradients
- Using WordArt for visual titles
- Inserting images and links across worksheets
- Applying colour coding and design principles
- Using colour scheme generators for dashboard aesthetics

Module 2: Data Validation and Input Control

- Introduction to data validation
- Creating drop-down lists to reduce user errors
- Improving data accuracy and usability

Module 3: Conditional Formatting and Data Visualisation

- Introduction to conditional formatting
- Using data bars for quick visual analysis
- Enhancing data presentation using visual indicators

Module 4: Dynamic Data with OFFSET Function

- Using OFFSET for dynamic data selection
- Creating and managing dynamic named ranges
- Building dashboards that respond to user selections

Module 5: MATCH Function for Data Lookup

- Identifying row and column positions
- Using MATCH for dynamic lookup based on user input
- Integrating MATCH into reporting structures

COURSE MODULE

DAY TWO

ADVANCED DASHBOARDING AND INTERACTIVITY

Module 6: Dynamic Chart Development

- Creating charts that update with data changes
- Designing charts based on user selections
- Managing legends and data series effectively

Module 7: Form Controls for Interactive Dashboards

- Using scroll bars and check boxes
- Applying form control properties
- Integrating IF functions with Boolean logic
- Creating user-driven dashboard interaction

Module 8: Pivot Charts and Slicers

- Creating and managing pivot charts
- Using pivot calculations for data summarisation
- Applying slicers as interactive filters
- Building fully interactive dashboards

PROGRESS LINK

REGISTRATION FORM

DATA ANALYSIS AND DASHBOARDING WITH MICROSOFT EXCEL

12th & 13th May 2026 (TUE & WED)

The Manager
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.
Tel: 04-297 6881; Fax: 04-297 6882
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: DATA ANALYSIS AND DASHBOARDING WITH MICROSOFT EXCEL

Venue: JAZZ HOTEL, PENANG

Date: 6th & 7th MAY 2026

Registration (Please tick (✓) accordingly)

Single registration (1 x participant) = RM1,250.00 2 x participants = RM2,500.00 3 x participants = RM3,750.00

Group registration discount (Minimum 4 participants or more from the same organisation)

No. of participants _____ x RM 950.00 per pax = Total RM _____

Payment Method (Please tick (✓) accordingly)

Claim under HRD Corp Claimable Courses scheme (Program ID: 10001210941 - Public)

Enclosed cheque nos. _____ being payment made in favour of "PROGRESS LINK TRAINING & CONSULTANCY SDN BHD"

Online transfer / Direct bank-in to PUBLIC BANK BERHAD account number 3194 100 708 (please email us the bank-in slip)

Requested by:

Name: _____

Designation: _____

Email: _____

Company name: _____

Address: _____

Tel No.: _____ Mobile No.: _____ Fax No.: _____

Signature: _____

Date: _____

Company Stamp

Terms & Conditions:-

Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 – 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

1. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

2. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

3. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

4. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

5. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

(If there are more participants, please attach a separate list)